



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

DEPUTY CHIEF ADMINISTRATIVE OFFICER

Class No. 002104

■ CLASSIFICATION PURPOSE

To plan, direct, manage, coordinate and review the activities of a County functional group, or functions assigned by the Chief Administrative Officer and/or Board of Supervisors; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is an executive management class reporting directly to the Chief Administrative Officer or Assistant Chief Administrative Officer. Incumbents assist the Chief Administrative Officer in providing overall administrative leadership and supervision of County business and performing functions assigned by the Board of Supervisors. Incumbents are responsible for managing all financial, personnel, and operational functions with a Group. Incumbents coordinate the Group initiatives in accordance with the Chief Administrative Officer's strategic plan and County goals.

Deputy Chief Administrative Officers are general managers of one of three County functional groups, each of which are comprised of several departments. Those groups are: Public Safety, Community Services and Land Use and Environment. Each group has several department heads, which report directly to the Deputy Chief Administrative Officer (with the exception of elected officials). Examples of County Groups, for which Deputy Chief Administrative Officers may be responsible, are as follows:

Public Safety Group: Comprised of departments involved in public safety, law enforcement and the criminal justice system. Examples of departments/offices within the Public Safety Group include Probation, Office of Emergency Services, Public Defender, Alternate Public Defender, Child Support Services, the Medical Examiner and elected offices such as the District Attorney and the Sheriff.

Land Use and Environment: Comprised of departments responsible for planning for growth in population, housing, employment, recreational and infrastructure needs, assessment of environmental impacts including enforcement of environmental regulations, and preserving the viability of business. Examples of department/offices within the Land Use and Environment Group include Public Works, Planning and Land Use, Environmental Health, Air Pollution Control, Agriculture/Weights and Measures, and Parks and Recreation.

Community Services Group: Comprised of departments responsible for providing services in various County service-oriented arenas. Examples of departments within the Community Services Group include the Registrar of Voters, Animal Control, General Services, Housing and Community Development, the County Library and Purchasing and Contracting.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, directs, organizes, executes, and evaluates the overall activities of one of the County functional groups.
2. Assists the Chief Administrative Officer in the direction and coordination of County operations, program planning, development, and implementation.
3. Reviews and approves departmental budget requests.
4. Delivers the group budget to the Chief Administrative Officer and the Board of Supervisors.
5. Directs the budget and personnel control activities, including the development of workload and staffing reports.
6. Directs organizational and procedural studies and the preparation of recommendations.
7. Consults with and advises County department heads and others on administrative policy, organization, and procedures.

8. Prepares reports and correspondence.
9. Acts as liaison with other public and private agencies and provides information to County departments, the public, the media, and agency representatives on departmental activities.
10. Supervises subordinate staff.
11. Represents the Chief Administrative Officer or Assistant Chief Administrative Officer in the absence of, or at the direction of the Chief Administrative Officer.
12. Works with other Deputy Chief Administrative Officers and department heads in support of the goals of the Chief Administrative Officer and the Board of Supervisors.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Policy and procedure development and implementation related to County-wide programs, activities, and operations.
- Principles and practices of management, supervision and training.
- The General Management System in principle and in practice.
- Principles and theories of public administration including general administration, human resource management, fiscal management, and accounting.
- Federal and State legislative processes as related to local government and of funding practices of State and Federal agencies providing revenue sources.
- County customer service objectives and strategies.

Skills and Abilities to:

- Provide overall administrative leadership, supervision, and control over a large governmental entity providing a wide variety of health, social and safety/protection services to the public.
- Assist in directing the preparation, review, presentation, and control of County and special district budgets.
- Provide decision-making and program support to a local government's legislative authority.
- Prepare and give public presentations on County-wide activities, functions, and issues.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: a bachelor's degree from an accredited college or university in public administration, business administration, or a closely related field; AND, five (5) years management experience within a large entity. Experience must have included responsibility as a manager of a large company, or a large division within a company; or have served as a general manager for a public agency, or a department/division within a large public agency, overseeing multi-functional operations. A graduate degree in a related field is highly desirable.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

**New: May 10, 1979
Retitled: February 5, 1985
Revised: January 30, 2002
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Deputy Chief Administrative Officer (Class No. 002104)

Union Code: EM

Variable Entry: Y